Lake Crystal Wellcome Memorial Elementary School



Student Handbook

2026-2027

Preschool - 5th Grade Elementary School

502 Watonwan Street East, PO Box 810
Lake Crystal, MN 56055

Phone: 507-726-2320 **Fax: 507-726-2003**

https://www.isd2071.k12.mn.us

United and Committed to Educational Excellence

Welcome to LCWM Elementary School! Please take a few minutes to read the handbook with your child and understand the expectations that are intended to provide them with a safe and supportive environment for teaching and learning.

Mission Statement: *Educating for Tomorrow's World*

Vision Statement: *United and Committed to Educational Excellence*

Core Values

- **Integrity -** Doing the right thing - even when no one is watching
- **Respect** - Honoring the uniqueness of oneself and others in thought and action
- **Accountability** - Taking ownership for our individual actions and decisions
- **Excellence** - Reaching potential in all endeavors

Belief Statements

We believe:

- All individuals are unique, have worth, can learn, and excel.
- Collaboration between school, home, and community is critical to student achievement.
- Excellence in education is eliminating barriers and maximizing opportunities for all learners to reach their full potential.
- Quality education requires commitment of all stakeholders.

Elementary Slogan: *Noble Knights: Be Respectful, Be Responsible, Be Safe*

Important School Phone Numbers

LCWM Elementary School: 507-726-2320

LCWM Little Knights Preschool & ECFE: 507-726-6646

LCWM Elementary School Hours: 8:15 am - 2:50 pm

LCWM Elementary School: 507-726-2320

LCWM District Office: 507-726-2323

Office Hours: 7:30 am - 4:00 pm

LCWM Community Education: 507-726-2673

Palmer Bus Service 507-726-2832

Superintendent
Brett Benson
Assistant to Superintendent
Karissa Hall
Accountant
Braden Wesley
Accounts Payable
Natalie Teigum
Payroll Manager
Natalie Teigum

Board of Education
Linda Leiding
Josh Sargent
Sara Rose
Kelly Hoeft
Mike Maurer, Chair
Kari Paul
Ryan Jones

More information about the Lake Crystal Wellcome Memorial School Board may be found on the district website. All district-wide policies may be viewed on the district website at https://www.isd2071.k12.mn.us or may be viewed at the district office located at 607 Knights Lane, Lake Crystal, MN 56055.

This handbook may be changed or amended during the school year. Changes will be approved by the school board and posted in the elementary office and on the elementary school's website.

SCHOOL SONG

(To the tune of the Minnesota Rouser)

LCWM HATS OFF TO THEE
TO OUR COLORS TRUE WE SHALL EVER BE
FIRM AND STRONG UNITED ARE WE
RAH, RAH, RAH FOR OUR KNIGHTS
FIGHT, FIGHT, FIGHT, FIGHT
RAH FOR THE BLUE AND GRAY

PRIDE AND POWER WE WILL SUCCEED
FOR OUR TEAM WE'LL CRY OUT A VICTORY
TO OUR SCHOOL LOYAL ARE WE
RAH, RAH, RAH FOR OUR KNIGHTS
FIGHT, FIGHT, FIGHT, FIGHT,
RAH FOR THE BLUE AND GRAY
K – N – I – G – H – T – S! G-O-O-O-O-O, KNIGHTS!



2026-27 Elementary Staff

Principal	Dan Beert
Secretaries	Megan Hutchens, Kathy Schroepfer
Preschool/ECFE	Alisha Prange (Coordinator/Teacher), Erica Spiess, Anna Voges
Kindergarten	Brittany Grunig, Devin Moline, Meghan Swedberg, Miranda Park
First Grade	Holly Heidebrink, Hunter Helget, Jess Phelps, Taylor Reinarts
Second Grade	Lisa Harnitz, Brooke Sanders, Meghan Wersal
Third Grade	Jessica Dailey, Grace Drees, Jennifer Ulman
Fourth Grade	Julia Hockert, Melissa Dudgeon, Brittany Orde
Fifth Grade	Kelly Brandon, Karla Caldwell, Jenna Johnson
Special Education	Shawn Lee, Marin Oldenburg, Jennifer Plasschaert, Amber Schubbe, Austin Thielfoldt, Jeanne Madsen
Music/Band/Choir	McKenna Slattery
Physical Education	Gail Graupman, Joseph Klehr
Art	Laurie Nelson
Speech	Ashley Engles, Britta Sharkey, Karen Wells
Psychologist	Sue Kawlewski
Title I & II	Megan Schwaegerl & Jody Bryant
Librarian/PLTW	Brenda Rogers
Reading & Math Corp	TBD
District Nurse	Libby Rooney
Office Nurse	Tina Gravelle (LPN)
Interventionist	Vicki Kunkel
Counselor	Sara Kuglin
Custodians	Ken Sullivan, Adam Ritchison, Taylor Strand, Aubrie Cherney
Kitchen	Taher
Paraprofessionals	Bonnie Barott, Marri Bateman, Nick Beert, Amy Benson, Shauna Brockmann, Hilary Clay, Jenny Eilerman, Mindy Flowers, Cynthia Gaylor, Darla Goette, Debbie Grant, Tammi Greenough, Teri Grenz, Wendy Hennager, Nicole Kelley, Brenda Lieding, Tiffany Perrin, Holly Peterson, Cleo Powell, Priscilla Rehbein, Daelene Ritchison, Connie Schumacher, Karin Scruggs, Rachel Siebert, Becky Sittig, Nicole Spence, Kelsey Traxler, Abbie Welsch, Whitney Ziegler.

2026-2027 Elementary School Calendar

2026

August	25-27	Tue-Thu	Teacher Workshop *
September	1	Tue	First Day of Classes 7-12
September	1-2	Tue-Wed	Gr. K-5 Back-to-School Conferences
September	3	Thu	First Day of Classes K-5
September	7	Mon	No School - Labor Day **
September	14	Mon	2 Hour Late Start / PLC
October	12	Mon	2 Hour Late Start / PLC
October	15-16	Thu-Fri	Education Minnesota Break **
October	30	Fri	End of 1st Qtr; 6-12 (41 days)
November	9	Mon	2 Hour Late Start / PLC
November	16	Mon	No School for Students
November	16	Fri	EL Report Card
November	16	Fri	SEC Report Card / Staff Development
November	17 & 19	Tue / Thu	SEC Parent Conferences 4:15-8 pm
November	19 & 23	Thu / Mon	EL Conferences 4-7:45 pm
November	24	Tue	End of 1st Trimester, K-5 (55 days)
November	25	Wed	No School - Comp Day **
November	26-27	Thu-Fri	No School - Thanksgiving Break **
December	14	Mon	2 Hour Late Start / PLC
December	23-31	Wed-Thu	No School - Holiday Break**

2027

January	1	Fri	No School - Holiday Break**
January	4	Mon	School Resumes
January	11	Mon	2 Hour Late Start / PLC
January	15	Thu	End of 1st Semester 6-12 (84 days)
January	18	Mon	No School for Students *
January	18	Mon	EL Staff Development/Report Card
January	18	Fri	SEC Report Card Day
February	12	Fri	No School - Staff Development Day
February	12	Fri	No School for Students
February	15	Mon	Presidents Day - No School **
March	4 & 11	Thu / Thu	EL Parent Conferences 4-7:45 pm
March	5	Fri	End of 2nd Trimester, K-5 (59 days)
March	8	Mon	2 Hour Late Start / PLC
Marchl	25	Thu	End of 3rd Qtr.; 6-12 (46 days)
March	26	Fri	No School **
March	29	Mon	No School - Comp Day **
April	1 & 6	Thu / Tue	SEC Parent Conferences 4:15-8 pm
April	16	Fri	No School for Students
April	16	Fri	No School - Staff Development Day*
May	10	Mon	2 Hour Late Start / PLC
May	23	Sun	Graduation 1:00 pm
May	28	Fri	End of 2nd Semester 6-12 (89 days)
May	28	Fri	End of 3rd Trimester K-5 (57 days)
May	31	Mon	Memorial Day
June	1	Tue	Report Card Day *

*Students not in session **Students & Teachers not in session ***Late starts and early outs will be used for staff development (Professional Learning Communities) The School Board agrees that the first three (3) student days lost to an emergency will not be made up. Up to the next five days lost to an emergency will be E-Learning days. Any further necessary make-up days will be determined by the Board. Adopted 1.21.2020

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August 2026

Dear Parents:

The purpose of this handbook is to make available to parents a convenient reference listing policies and procedures of the LCWM Elementary School. It is believed that schools function best when there is a harmonious working relationship between the community and the school. This type of relationship can best be achieved if there is a common basis of understanding and good communication between the home and the school.

This booklet will assist you in understanding the rules, policies, and procedures and thereby lead to a better understanding of the school and its daily operation. A united effort from the school and the home makes it possible to do the best for each and every child.

It would be difficult to list detailed information about every rule and policy of each elementary school building. If you have questions that are not answered in this handbook, please call the appropriate elementary school building. The office door is always “open” to you.

Elementary Administration

Independent School District #2071

ATTENDANCE

We believe that all students in our school must be in attendance on a regular basis in order for us to provide the best possible educational experiences. Children should be encouraged to attend school every day unless they are ill. Repeated absences/tardies tend to establish improper habits and attitudes. It is the parent's responsibility and legal obligation to ensure their child is at school and on time. The State of Minnesota also believes attendance and timeliness are essential to school success and has so stated in Minnesota Statute 120A.34. The statute states that all children under the age of 18 must attend all scheduled school days. This also means that if your child is enrolled prior to age 7 you have a responsibility to make sure he/she attends under the compulsory attendance law.

Each day, a student attendance record is completed by the school office personnel. Parents are asked to phone the school office before the beginning of the school day on which their child is absent. Excused absences might include: illness, family emergencies, funerals, emergency doctor appointments, or educationally relevant outings. Unexcused absences might include: oversleeping, missing the bus, babysitting, or shopping. Your child will be considered TARDY if he/she arrives at school between 8:15 and 9:15 a.m. Your child will be considered ABSENT for ½ day if he/she misses more than one hour of morning or afternoon classroom instruction. *We ask that when you call the school you give a specific reason why your child will not be in school.* The office should be notified by parents prior to planned absences.

If a parent fails to call the school office, our staff will attempt to contact you at home or work to verify the absence. If contact with a parent is not made, attendance will be marked as unexcused. If a problem in regular attendance is identified, our school social worker will make personal contact to offer assistance in correcting the situation. Also, the school is legally required to report seven or more unexcused absences for a child to Blue Earth County Child Protection.

In the event that your child will be absent from school, **makeup work may be requested after the second day of the absence.** If a student is not feeling well enough to be in school, they are probably not feeling well enough to work on school assignments. It is much better to allow students to make up the work when they are well enough to return to school and can have the assignments clarified by the teacher. If a child has any planned absences of length beyond one school day, it is the parent's responsibility to notify the office as soon as possible.

WE MUST HAVE A CURRENT PHONE NUMBER ON FILE TO BE ABLE TO CONTACT A PARENT OR GUARDIAN. If you change phone numbers, please notify the office immediately.

LCWM Elementary takes attendance seriously. We are required to report our attendance to the Minnesota Department of Education. We appreciate your cooperation.

To view the Elementary School Truancy / Educational Neglect Pamphlet click on the following link:
ISD #2071 Truancy/Educational Neglect Pamphlet

BIRTHDAYS

Please let the teacher know ahead of time if you would like to send treats to class to celebrate your child's birthday. *Birthday treats need to be purchased at a store – not homemade.* ***Please do not send birthday party invitations to be distributed at school unless all children in the classroom are invited to the party.***

BUILDING SECURITY

All entrance doors into our building will be locked each day at 8:15 am. All visitors must enter through the main entrance Door A.

BULLYING PROHIBITION POLICY (District Policy #514)

To view the entire policy online: See the district's home page>School Board>Policy Manuals

Purpose

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

General Statement of Policy

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.
Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.
G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

Link to Bullying Policy and Reporting Form:

Bullying Prohibition Policy 514
Bullying Report Form

BUS BEHAVIOR AND RULES

Bus behavior and rules follow the PBIS expectations of students being Respectful, Responsible, and Safe. All LCWM students receive school bus safety training during the first weeks of school every year, as required by state law. The training consists of both classroom instruction and practical training using a school bus.

NOTE: Students are required to give a note to the bus driver if they are riding a bus that is not their normal bus and going to a location other than their own home or daycare. Transportation will not be provided for students going to parties, friends, meetings, etc… However temporary transportation may be arranged for emergency purposes only. Please call the bus company (507.726.2832), to make arrangements.

Bus Safety Competencies

1. Understand that transportation is a privilege, not a right.
2. Be familiar with district policies for student conduct and school bus safety.
3. Demonstrate appropriate conduct while on the bus.
4. Know the danger zones surrounding a school bus.
5. Know procedures for safely boarding and leaving a school bus.
6. Know procedures for safe vehicle lane crossing.
7. Demonstrate school bus evacuation and other emergency procedures.

Rules at the Bus Stop

1. Get to your stop 5 minutes before the scheduled pickup time. The driver will not wait for late students.
2. Respect the property of others while waiting at your stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

8. No fighting, harassing, intimidating, or horseplay.
9. No use of alcohol, tobacco, or drugs.

Rules on the Bus

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassing, intimidating, or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of tobacco or drugs.
9. Do not bring any dangerous or sharp objects on the school bus.
10. Do not damage the school bus.

Bus Regulations (District Policy #709)

Riding the bus is a privilege, not a right. For the safety of all students, bus drivers will enforce the following expectations; students will:

1. Respectfully obey the instructions of the school bus driver
2. Remain seated at all times facing forward
3. Talk quietly using appropriate language
4. Keep all body parts inside the school bus
5. Keep arms, legs, and personal belongings to yourself
6. Not fight, harass, intimidate or engage in horseplay
7. Not throw objects of any kind
8. Not eat, drink, use or distribute controlled substances on the bus
9. Understand that weapons and dangerous items will be turned over to proper authorities
10. Understand that damage to the bus is a punishable offense

Consequences for school bus/bus stop misconduct will apply to all regular bus routes. Decisions regarding a student's ability to ride the bus in connection with the co-curricular and extracurricular events will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges. Subsequent offenses could include suspension from riding the bus for 1 day to the remainder of the school year. Consequences will be issued by the principal after consultation with the bus company.

Other Possible Disciplinary Action: Consequences are based on the level of damage/misconduct and the student's history of bus misconduct. If temporary suspension from the bus and the bus stop do not improve the

behavior, an administrator may assign a period of out-of-school suspension. More serious situations could result in a student's permanent expulsion from school.

Records of Bus Conduct: The bus company maintains student misconduct records and forwards a copy to the appropriate school administrator. These notices are kept in the school's student discipline files. Reports of serious bus misconduct are referred to the MN Department of Public Safety.

Vandalism/Bus Damage: Students who damage a school bus will be held accountable for the repair or replacement of the damaged property. A student has two (2) weeks to pay the cost of the repairs or to make payment arrangements directly with the bus company. A student's bus privileges will likely be suspended until damages are paid.

CELL PHONES / VIDEO GAMES / IPODS / Smart Watches / OTHER DEVICES

The above devices may not be used during school hours unless permission is granted by the classroom teacher. If cell phones/smart watches are brought to school they are to remain turned off in the student's backpack or locker. If a student does not have it stored in a backpack or locker the device will be confiscated until a parent can pick it up or is notified. Students and Parents should not be interacting through devices during the school day. Please contact the office or teacher to get in touch with your child. Students need to see the nurse if they are not feeling well and then the nurse will contact the child's parent if necessary. Students bringing any of the above devices to school do so at their own risk. The best policy is to leave these costly items at home.

COMMUNICATION

Open communication between home and school is critical to your child's success. Infinite Campus, conferences, notes, and newsletters are some of the formal ways we use to keep you informed about your child's school experiences. We encourage you to call or contact us when you have concerns or need questions answered. **Please talk with your child's teacher first.** If the problem is not resolved, or you need further information or assistance, please call the office at 507-726-2320.

Daily/Weekly folders are a very important communication tool between school and home. These folders will come home daily/every week, and you will receive special information, student papers, home communications, etc.

The school will also use social media for special updates, pictures, announcements, etc… Some ways include Facebook: **LCWM Elementary School** and Twitter: **@lcwmelementary**, Instagram: **lcwmelementary**, Class Dojo, SeeSaw, Infinite Campus, and Schoology. As a school, we are always looking for better ways to communicate with parents.

Please remember to keep the school informed of changes in your child's routine. A phone call (before 1:00 when possible) or dated, signed note sent to your child's teacher or the school office is required in the following circumstances:

- Your child is going to someone else's home after school.
- Your child is riding a different bus.
- Your child will leave early or will leave and return during the day.
- Your child will be picked up by someone other than you as a parent.

COMPLAINTS

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

CRISIS / DISASTER DRILLS

LCWM has a full crisis and emergency procedure plan and every attempt will be made to maintain a safe and secure environment. Drills are practiced throughout the year to ensure safety and the necessary knowledge of the proper procedures to follow in an actual emergency. State law requires that school districts conduct disaster drills throughout the year (1 tornado drill, 5 lockdowns, and 5 fire drills). Teachers will provide students with directions specific to each classroom.

DISCIPLINE PLAN

LCWM Elementary School is in the 16th year of a Minnesota Department of Education grant to participate in a school-wide *Positive Behavioral Interventions and Support Program*. The program is a systems approach to discipline that emphasizes prevention, social skills, instruction, and data-based decision-making to reduce problem behaviors and improve academic performance. Our slogan is "Noble Knights: Be Respectful, Be Responsible, Be Safe." Our school focuses on the positive behaviors of all students. Recognition slips are handed out to individual students and classrooms that are following the rules of the school, and being good citizens. Slips are collected in the school and student names are drawn each week for a special recognition award. The committee recognizes positive behavior throughout the year.

A behavior expectation matrix was designed for the classroom, hallway, bathroom, lunchroom, recess, media center, music/band, physical education, and assemblies. These expectations are posted around the building. Expectations are taught at the beginning of the year and reviewed if necessary throughout the year. Electronic and paper forms are available for staff to monitor student misbehavior. Each child's consequences for misbehavior are determined by the teacher or principal. Staff will use a variety of interventions to help change the student's behavior. The PBIS Team will meet with students and/or parents of students that receive multiple referrals to work as a team to change a student's behavior.

LCWM Elementary staff expects our students to follow our PBIS Noble Knight Behavior Expectations in our school as well as at any district athletic, drama, or musical event. A printed copy may be requested from the office.

We want families to know that school resources may be involved to help a student develop their responsibilities. These may include the school principal, resource room teacher, school social worker, school nurse, check-in/check-out teacher, and school psychologist. These resources are available upon request by parents, teachers, and students as the need arise.

The LCWM staff will do their best to communicate minor behavioral concerns with parents before those issues become more significant and/or persistent. Minor behaviors include inappropriate language, physical contact/aggression, defiance/disrespect/non-compliance, disruption, and property misuse. If persistent minor issues occur, we will intervene to re-teach expectations, determine the motivation behind that behavior, and

work with the student to eliminate those behaviors that are interfering with his or her learning. Consequences will be given based on the behavior, situation, and student.

Major referrals will be handled and communicated to parents by the principal. Major behaviors include illegal substances, vandalism, fighting, theft, serious technology violations, and bullying. Major consequences will be given based on the behavior and situation. Consequences may include the following: suspension (in/out of school), police liaison officer, detention, restitution, and expulsion. We encourage you to discuss the importance of LCWM's PBIS expectations with your child, Respectful, Responsible, and Safe. We are dedicated to creating a positive and safe learning environment for all students. With your support and involvement, all Knights will continue to succeed.

Students must follow the provisions of Policy 506 and this Student Handbook before, during, and after school. The expectations outlined in Policy 506 and this Rights and Responsibilities Handbook apply inside school buildings, on school grounds, and at school-related activities and events. Students must also follow these expectations on school buses or vans and at bus stops. An off-campus violation of these expectations may result in disciplinary action taken by SJPS if the violation has a direct and immediate effect on school discipline or the general safety and welfare of students or if the violation is a continuation of or has a connection with misconduct that occurred on school grounds or at a school event.

The general practice of the school district is to utilize non-exclusionary interventions and progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in a discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

NON-EXCLUSIONARY DISCIPLINE

"Non-exclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Non-exclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

Note: As of July 1, 2023, Minnesota law prohibits suspension of Kindergarten through grade 3. However, student may be dismissed from school for less than one day, except for students receiving special education services. Special education students may be dismissed with parent permission.

Examples of non-exclusionary interventions for misconduct may include, but are not limited to:

- Restorative Practices
- PBIS
- Social-Emotional Learning
- Counseling and Mental Health Services
- Behavior Contracts
- Peer Mediation
- Skill-Building Workshops
- Teacher-Student Relationships

- Family Involvement
- Community Engagement

RECESS DETENTION

As of July 1, 2023, Minnesota law limits the use of recess detention. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.

The school district must not use recess detention unless:

1. a student causes or is likely to cause serious physical harm to other students or staff;

2. the student's parent or guardian specifically consents to the use of recess detention; or

3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

The school district must not withhold recess from a student based on incomplete schoolwork. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.

The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

DRESS CODE

We request that our students dress so that they do not distract from the educational process. Students should not wear short shorts, bare midriffs, thin straps on shirts, off-the-shoulder tops, and other similar apparel. T-shirts and regular length shorts or pants are most appropriate for the warm weather days. The guideline for shorts or skirts is fingertip length when a student is standing with their hands at their sides. If a student is wearing inappropriate attire they will be asked to change clothing and/or a parent will be contacted. Hats, hoods, and headgear are not to be worn in the classroom or lunchroom unless permission is granted.

Apparel, jewelry, etc. that mentions alcohol, tobacco, or has inappropriate language or sayings should not be worn to school. Flip flops/open-toed shoes are not allowed on the playground or during gym classes.

Please refer to School Policy #504.

DROP OFF / PICK-UP PROCEDURE

Parents dropping off or picking up children are reminded of the following procedures:

Students may be dropped off beginning at **7:45 a.m., when supervision begins**. Students may enter the building at **8:00 a.m.**

- If you are dropping off your child and will remain in your vehicle, please stop briefly in the non-yellow painted areas in front of the school. You may park in the yellow areas if no bus is present.
- If you are picking up your child after school and will not be exiting your vehicle, please stop briefly in the non-yellow painted areas in front of the school. You may park in the yellow areas if no bus is present.
- If you are walking your child into the school, or coming in to wait for them in the entry after school, please park in the parking lot.

E-LEARNING DAYS

When inclement weather interrupts instructional time for students, eLearning days will be used in LCWM Schools to continue the learning process for our students. eLearning days are used to eliminate or limit the use of make-up days for students when in-person instructional days are canceled due to the inclement weather. While face-to-face learning is best, eLearning days provide a better way to keep continuity for our learners while the school day is interrupted.

eLearning Day Requirements

Minn. Stat. § 120A.414 governs the use of eLearning days. These days can be counted as full instructional days for students. Learning must be aligned with current instruction within the classroom and should be a continuation or extension of classroom work. Requirements for eLearning days include:

- Due to inclement weather
- Up to five days in one school year
- Count as instructional day and included as hours of instruction
- eLearning Day Plan approved by the Board of Education
- Accommodate for internet connection
- Accessible digital instruction for SpEd/504 students
- Notify families prior to the beginning of the school school year; notify families prior to eLearning school day starting (approximately 2 hrs)
- Access to teachers via telephone and/or online during normal school hours
-

Student work guidelines

- Students will receive an eLearning activity guide no later than 10:00 am. This may be sent home the day before inclement weather, posted on SeeSaw the day of the inclement weather, or emailed to the parents the morning of the eLearning day.

EMERGENCY NUMBERS

The office keeps a record of parent/guardian phone numbers and the phone number of a friend or neighbor that can be contacted in an emergency. It is essential that this record be kept current. **Please notify the office if there are any changes or additions during the school year.**

FIELD TRIPS

Field trips are intended to meet a specific educational objective. Parents/guardians will be notified when a field trip is scheduled. School rules apply during a school-sponsored field trip and students are expected to display socially appropriate behavior. Students that do not follow Noble Knight behavior of being respectful, responsible, and safe, may not be allowed to attend future events. If a student is absent or unable to attend an event, another assignment may be given to meet the educational objective and goal.

FOOD SERVICE INFORMATION

Breakfast Program

A good breakfast every morning enables your child to be alert, energetic, and productive at school. Although children may not be hungry when they first get up, a good breakfast is essential to the demands of working in school all morning. Parents are asked to always make sure that their child has a nutritious meal to eat before school every day. The school also has a breakfast program that will begin on the first day of school.

Healthy Snack Program

Students will have the option to enroll in our Healthy Snack Program. Those who enroll can pick one of several snack options which may include: Milk, raisins, cheese, yogurts, nuts, fruit, or vegetables. Each Kindergarten student will receive one free milk each day as a part of a federal program. Kindergarten students are still encouraged to enroll in the snack program. Enrollment forms will be available at back-to-school conferences.

Lunch Program

A healthy lunch will be offered daily. Federal Guidelines mandate an Offer versus Serve (OVS) concept that applies to menu planning and meal service. OVS allows students to decline some of the food offered. The goals of OVS are to reduce food waste and to permit students to choose the foods they want to eat.

Under OVS, all students, at any grade level, must take:

- At least 3 of 5 food components AND
- One of the choices selected must be at least a ½ cup serving of the fruit or vegetable component or a ½ cup total serving of both fruit and vegetable.

Students are not required to take the main course if they have chosen 3 other components offered.

Each student is assigned a PIN number to purchase lunch. LCWM has a lunch system that allows you to monitor your child(ren)'s lunch balance in the Infinite Campus parent portal. The accounts are individual and not family accounts, so you will need to check each child's account. Once your child's lunch account falls below $10.00 you will receive a statement in your child's Friday Folder. Email reminders will also be sent from the district office. Once a lunch account is at a zero balance there will be a grace period of 2 days. After that, the student will be served an alternative lunch or they may bring a sack lunch from home. The student will be able to eat a hot lunch again when they have a positive balance in their account. If assistance is needed contact Natalie Teigum at the School District Office, at 507-726-2323.

Lunch payments can be made online using the Payschools Online Payment System on the district website: **https://www.isd2071.k12.mn.us** or you may send money with your child to school.

Lunch menus are sent home each month in your child's communication folder. They are also posted on the school website. If you have any questions about the food service program, call 726-2323

Elementary Lunch Schedule:

Kindergarten & K+	**11:10-11:40**
3	**11:35-11:55**

2	**11:45-12:05**
1	**11:55-12:15**
4	**12:05-12:25**
5	**12:15-12:35**

HARASSMENT AND VIOLENCE POLICY

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. HARASSMENT AND VIOLENCE POLICY

HOMEWORK

LCWM Elementary has a homework policy for elementary students. Homework is defined as a staff-guided activity or assignment expected to be completed outside of the regular classroom. Parents and students can expect that some homework will be a regular part of each student's learning experience. The amount of time devoted to homework would probably increase in proportion to the intellectual development of students as they progress through school.

LCWM Elementary will use the following research-based guidelines when assigning homework:

- Homework will be purposeful and vital to learning
- Feedback on homework will be given to students in a timely manner.
- Homework will be differentiated based on student need
- Homework will be used to inform parents of current learning, allowing parents to observe their child's thinking, as well as the child's strengths and weaknesses in an area.

INTERNET

Please review the Acceptable Use and Safety Policy (Internet and Acceptable Use Policy #524) and the student agreement form (Student Agreement Form). This form is presented and required check-off each year during the registration process.

LIBRARY MATERIALS

Students are responsible for all books and materials they check out from the library. The LCWM School District will charge an appropriate fee for all library materials that are lost or returned damaged.

LOCKERS

The 4th and 5th Grade lockers must be kept clean at all times. If a locker is not working properly, report the situation to the office. Lockers may be subject to inspection at any time. If a student opts to put a lock on their locker, do not share your lock combination or locker with anyone. The school is not responsible for the replacement of lost or stolen items. Thefts from lockers should be reported immediately to the office.

Minnesota State Law regarding school lockers: "School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

LOST AND FOUND

The best way to avoid lost belongings at school is to ***mark your child's first and last name*** in items such as shoes, jackets, hats, gloves, etc. That way, if found, they can easily be returned. Often children have great difficulty identifying their own possessions and many children have identical items of clothing. Items not claimed at the end of the month will be donated to G.R.A.C.E.

LUNCH

State law provides for one breakfast and lunch at no cost for all students. Students that eat in school (breakfast or lunch) will use the school cafeteria, unless given permission by staff to eat in another area of the building. Certain standards of behavior and proper manners are expected during this time. Students that are not behaving appropriately or using good table manners may be asked to leave the lunchroom.

MEDICATION POLICY

If it is necessary for a child to receive prescription medication during the school day, parents and physicians must fill out a *Consent Form for Administration of Medication during the School Day* form. Also, if it is necessary for a child to receive over-the-counter medication at school a *Consent Form for Administration of Medication during the School Day* must be signed by a parent/guardian. This form may be found on the district website under the Program & Services then Health Services or may be picked up at the school office.
An adult should bring the medication to school in the original container.

MONEY / VALUABLES AT SCHOOL

On very few occasions, children are requested to bring money to school. When such occasions arise, printed notices are always sent home with the child explaining the reason(s). If you find it necessary to send money to school, please help us by putting the money in a sealed envelope with the following information on it: STUDENT NAME, TEACHER, GRADE, AND PURPOSE FOR SENDING MONEY and give it immediately to your child's teacher or office.
Valuable items should be given to the teacher or office for safekeeping during the school day.

NON-DISCRIMINATION NOTICE

The Lake Crystal Wellcome Memorial School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to youth groups. The following person has been designated to handle inquiries regarding non-discrimination policies: Vicki Kunkel 502 E. Watonwan, Lake Crystal, MN 56055 507-726-2320 x5212 or Logan Manska, 607 Knights Lane, Lake Crystal, MN 56055 507-726-2323.

NURSE

Emergency Care

In the event of an emergency or serious illness, LCWM Elementary will provide the appropriate medical response and contact the parent/guardian in a timely manner. In a life-threatening emergency, the school will contact emergency response personnel immediately. The parent/guardian, or designated emergency person, will be contacted in a timely manner. If the situation is not life-threatening, but the student requires urgent care and the school cannot contact a parent/guardian or designee, school personnel will transport the student to a clinic located in Lake Crystal for care. When parents arrive at the clinic or hospital, they will be able to change health care providers at that time if they so desire. It is the responsibility of the parent/guardian to pay any incurred medical expenses.

Communicable

If your child develops a communicable disease throughout the school year we encourage you to notify the school health office. This will help us to identify other students with similar symptoms. Some examples of common communicable health concerns are chicken pox, pink eye, strep throat, head lice, impetigo, and influenza. Please call the school nurse if you have questions regarding your child's illness or have questions about returning to school. Staff and students are encouraged to get an annual influenza vaccine to prevent influenza.

Illness

If your child becomes ill during the school day they will need to see the school nurse. The nurse will assess the child and determine the appropriate action to be taken.

- Keep your child home if they have a fever of 100 degrees or more, they should remain at home until they have been fever-free without the use of medications for 24 hours.
- If your child has vomiting or diarrhea, keep them home for 24 hours after the last episode.
- If your child has any rash or skin condition of unknown cause please check with your healthcare provider before sending them to school.
- Please complete the Annual Health Form indicating any life-threatening allergies, chronic health conditions, or if your child has a shunt or implant device.

***Remember if your child is ill, please call the school daily to report the illness.**

NUTRITION

Students should not be bringing any caffeinated beverages for breakfast/lunch. Examples are Soda, Bubbl'r, Coffee drinks. Etc. With teacher approval, students may be allowed to bring these drinks to class for special occasions.

PARENT / TEACHER ORGANIZATION (PTO)

PTO typically meets the second Thursday of the month throughout the school year. All parents are invited to attend the meetings. Free childcare is provided in the school gym. For more information or questions about PTO visit LCWM's PTO Facebook page and/or email: lcwmpto@gmail.com.

PARENT / TEACHER / STUDENT CONFERENCES

Conferences are scheduled three times a year. The first conference (entrance) is a time for parents, teachers, and students to get to know each other as well as to discuss philosophy, expectations, anxieties, concerns, and goals for the year. The second and third conferences are a time to follow up on discussions from the previous conference, report progress, and redefine goals.

PETS

We ask that family pets are not brought to school to share with the class. We have students in the school with allergies to animals. Also, while a pet is comfortable with your family in your home, they can become frightened with so many children in a classroom.

PHYSICAL EDUCATION

All students will need appropriate footwear to participate in physical education. Please provide your student with a pair of tennis shoes that provide adequate support for the movement and non-marking soles. If possible, please keep these tennis shoes as a separate dedicated pair of “gym shoes” to be left at school.

PLAYGROUND/ RECESS

Students generally go outside for at least a few minutes of fresh air each day, unless it is raining, or when the wind chill is well below zero. Please make sure your child comes to school adequately dressed for the weather each day. If a student does not come appropriately dressed (snow pants, boots, etc.) he/she will be asked to stay on the blacktop area only for the day.

It is important to remember that no one catches a cold from cold weather. Children do not get sick from going outside for a few minutes of fresh air. Please do not ask your child to be excused from going outdoors for this time. If you believe that your child is too ill to go outdoors for recess, he or she should not be in school. The exception would be medical conditions that are affected by cold weather or injuries.

Students are expected to play safely while on the playground. They are also expected to follow directions given by *an* adult supervising them on the playground. Students will use as a guide the PBIS expectations for playground behavior.

PLC LATE STARTS

Late starts are held on the 2nd Monday of each month, except for October and November. The school day will begin at 10:00 am.

PLEDGE OF ALLEGIANCE

As required by Minnesota law, (Article 120, May 27, 2003), all public schools shall recite the Pledge of Allegiance to the United States of America one or more times each week. The recitation shall be conducted as follows: 1) by each individual classroom teacher or the teacher’s surrogate; or 2) over a school intercom system by a person designated by the school principal or other person having administrative control over the school. The school district must instruct students in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises. A student may decline to participate, and students must respect all others in their choice to recite or not recite the pledge.

PORTAL

Most student documentation and forms are now done on the Infinite Campus Portal. Students and their parents/guardians may view attendance and grades, as well as other information, via this portal. Registration updates should be done yearly at the beginning of the year or when changes occur. Parents can also pay school fees like lunch accounts, snack cart, etc… through the Parent Portal. Contact the office to set up an account or when questions arise.

RELEASE OF STUDENT FROM SCHOOL

For your child's protection, it is our policy not to release a student to anyone other than parents unless we have received a signed, dated note stating the name of the person who has permission to pick up the child or a phone call to the office. On occasion, you may have to take your child out of classes for a short period of time or before the end of the school day. Please come to the office to sign them out and your child will be called to the office to meet you. No child will be allowed to leave the classroom until the teacher has been notified that they have been signed out in the office. Please do not go to your child's classroom to pick them up. This creates an unnecessary interruption in instructional time for everyone in the classroom.

RIGHT TO PRIVACY (DISTRICT POLICY #515)

Parents or guardians must contact the school by September 16, 2022, if they do not want their student's picture and/or name in school publications. Anyone taking pictures or videos of students or staff without their permission is subject to disciplinary action.

SCHOOL CLOSING

The directive to close schools comes from the office of the superintendent of schools. If school is canceled for the afternoon or all day, after-school activities/programs are also canceled for the day. Local radio and television stations announce school delays and closings in the morning before school opens, and also announce early dismissals due to developing severe weather.

Announcements concerning school closings, late starts, or early dismissals may be obtained through the Infinite Campus Messenger system or on the following stations:

KEYC-TV, Mankato (Channel 12)	**KYSM, Mankato (FM 103.5)**
KYSM, Mankato (AM 1230)	**KTOE, Mankato (AM 1420)**
KEEZ, Mankato (FM 99.1)	**WCCO, Minneapolis (AM 830)**

Please avoid calling the school during this extremely busy time. Students may also be kept in school after regular dismissal time if severe weather poses a danger for them. School staff will supervise the children until it is safe to go home.

It is important to make prior arrangements with friends, neighbors, or relatives to care for your child in the event that school must be dismissed early. It will be almost impossible to reach the school by phone during an emergency or early dismissal due to school personnel using the phone to ensure the safety of all students.

SCHOOL HOURS

The regular school day is from 8:15 a.m. - 2:50 p.m. **Students can go to classrooms at 8:00 a.m. directly from the buses unless eating breakfast.** ***(****Breakfast is served in the lunchroom from 7:45-8:05 a.m. daily. See "Food Service Information" for more information).* Office hours are from 7:30 - 4:00 pm.

SCHOOL RESOURCE OFFICER

LCWM partners with the Lake Crystal Police Department to have a School Resource Officer available for resolution of conflicts, education, and consultation about legal issues or safety concerns. At times the officer may be called to the elementary to work with students or help resolve conflicts. Some examples might include stealing, fighting, weapons, threats, tobacco, drugs, alcohol, bullying, etc.

SLEEP AND SCHOOL

If your child is doing well in school, he/she is probably getting enough sleep. However, if there are concerns about academic progress or behavior choices at school, the *amount* of sleep a child is getting and the schedule for sleep can often be one place to examine for ways to help your child.

Sometimes children appear *sleepy* in school on a regular basis. Some children can tell us what they watched on late-night TV. Children who do not get enough sleep usually display problem behaviors in school such as

- increased irritability
- increased aggressiveness
- poor concentration skills
- decreased thinking and problem-solving abilities
- decreased learning

Please help us by maintaining a reasonable, consistent bedtime for your child. Pediatricians tell us that most 5, 6, or 7-year-olds require about eleven hours of sleep each night. Children who are 8, 9, and 10 years old need an average of ten hours of sleep. Many children do not get enough sleep on a regular basis. A bedtime story or a chance to talk over the day with a parent is a great relaxing idea to help a child get in the mood for sleep.

SMOKE-FREE & TOBACCO-FREE ENVIRONMENT (DISTRICT POLICY #419)

LCWM is proud to be a smoke-free and tobacco-free school.

TEACHER REQUESTS

Throughout the last six weeks of the school year we spend a great deal of time working to place children in appropriate classes for the next year. Our goal is to provide each child with a suitable learning environment and each teacher with a productive, positive grouping of children. These are some of the criteria we use: class size, personalities, social relationships, boy-girl ratio, learning difficulties, teaching styles, learning styles, parental written input, heterogeneous groupings, and reading groups. In each case, we try to set up "balanced classes" so there is a reasonable mix of learning abilities and distribution of strengths and weaknesses. The sending teachers, receiving teachers, social worker/counselor, and the principal are involved in grouping decisions. The process takes between three and four weeks. In most cases, your child's teacher should be sufficiently knowledgeable about your child's needs to make a wide placement. However, parents sometimes

have information of a different nature that should be considered. If parents have input and wish to have it considered during the placement meetings, they should **provide the educational reasons in writing to the principal by the last week in April. Please realize the final decision must rest with the staff and the principal.**

TELEPHONE CALLS

Parents who wish to contact a classroom teacher should be prepared to leave a message with the office or on the individual teacher's voicemail requesting the teacher contact them. **Teachers are generally not available to come to the telephone during the time school is in session.** Leaving a message may be necessary even before or after school since the teacher may be involved in a conference or attending a meeting at the time your call is made.

Students will not be called out of the classroom to take a phone call except in an emergency. If you need a message to be relayed to your child or your child's teacher please contact the school office **before** noon to allow teachers to relay the message after lunch and time to plan appropriately. Classrooms are not interrupted to give reminders to students about pre-arranged activities. We ask that you find other ways to communicate with your child's teacher, for example, a note in your child's backpack.

Student use of the telephone is strongly discouraged. Students will be allowed to use the phone only in cases of emergency or with teacher permission. **After-school plans should be made prior to leaving home in the morning.**

Statewide Testing

Your student's participation in statewide assessments is important as it allows us to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.
Statewide Testing Policy

TEXTBOOKS

Textbooks are provided to students by the school district. Books are expensive and good care is only common sense. The school expects normal wear of their books. However, if excessive misuse of a book results, a fine will be set at the end of the school year to cover repair or replacement.

VISITORS

All visitors, including parents, should stop in the school office to sign in and receive a visitor's badge.

VOLUNTEERS

Volunteer opportunities may be available at our school. Please call the school office if interested. The school district may also elect to do background checks depending on the volunteer position.

WEAPONS POLICY

District #2071 recognizes the need to provide safe and secure schools throughout the District. Safe and secure schools lead to effective teaching/learning situations. This, in turn, leads to positive outcomes. The presence of weapons creates an environment that is opposed to what schools believe. This policy includes all school-related areas including parking lots, athletic fields, buses, and vehicles, which may be parked on school property.

For the purpose of this policy:

A WEAPON MEANS: Any firearm, whether loaded or unloaded, any device or instrument designed as a weapon, or through its use is capable of threatening or producing great bodily harm or death. Also, any device or instrument that is used to threaten or cause bodily harm or death. Examples, but not limited to, include guns (including pellet guns, look-alike guns, and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles, nunchucks, throwing stars, explosives, stun guns, ammunition, and any other items used in a threatening manner.

POSSESSION: Shall mean having a weapon on one's person or in an area subject to one's control on school property or at a school activity.

CONSEQUENCES: Action may include but is not limited to confiscation of the weapon, notification of the police department, immediate suspension for five (5) days, and a possible recommendation that the student is expelled from school.

WITHDRAWALS FROM SCHOOL

If you are moving out of town, the teacher, principal, or secretary of the school should be notified as soon as possible in advance so that the proper transfer of records can be prepared and the child's supplies collected for transfer. Please send this notice in writing.

This year's Student Handbook is subject to change due to Minnesota Department of Education (MDE), Minnesota Department of Health (MDH), or Center for Disease Control (CDC) guidelines have been